



JOB DESCRIPTION

Position Title: **Executive Assistant**

Class Code: 3603

Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Work involves high level administrative and secretarial support to the Board of County Commissioners, County Manager, and/or Deputy County Manager.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Routes telephone calls, answers routine inquiries, and processes complaints from the general public, provides assistance in resolving various problems encountered by the public, referring issues to other County Departments and Divisions as appropriate.

Researches and assembles materials from files and records for preparing reports, special projects, answering correspondence and inquires.

Takes and transcribes minutes from Board of County Commissioners meetings, work sessions, director staff meetings, and other meetings as assigned; maintains and assures appropriate follow-up when needed. Relays information and directives to appropriate parties.

Coordinates and/or schedules meetings, conferences, and appointments for County Commissioners and management staff, and assures timely signature of appropriate documents.

Supervises the flow of communications for the assigned office. Composes and types correspondence, takes and transcribes dictation of correspondence, reports and other materials as necessary.

Operates standard office equipment, such as personal computer, copy machine, dictaphone, calculator, and typewriter as necessary to satisfactorily complete assigned duties.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Executive Assistant**

Page 2

Minimum Qualifications

Considerable knowledge of County policies and procedures, applicable Florida Statutes, and County ordinances and resolutions. Knowledge of Business English, spelling, punctuation, arithmetic, modern office practices and procedures, including record keeping methods.

Ability to maintain confidential information. Ability to assume delegated responsibility for communication directives and follow-up in an expeditious and effective manner. Ability to work independently and effectively with the general public on a variety of complex issues. Ability to research, organize, and prepare accurate reports, summaries, and/or tabulations. Ability to meet with and maintain effective working relationships with County Departments and Divisions, or other agencies or offices and the general public.

Skilled in the use of standard office equipment to include a personal computer and associated software, as well as other standard office equipment.

High School Diploma or GED and four (4) years progressively secretarial experience, to include experience with personal computers and extensive public contact work.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. Incumbents in this position perform most duties sitting at a desk, table or workstation. This position has regular exposure to electrical and radiant energy found in an office environment.